



Policy: 4410
Procedure: 4410.04
Chapter: Education
Rule: Education School Calendar

Effective: 7/30/08
Replaces: 4410.04
Dated: 10/10/1997

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) secure school calendar follows the state fiscal year, beginning the first business day of July and ending the last business day of June.

Rules:

1. The **EDUCATION SUPERINTENDENT** shall ensure a year-round school calendar is:
 - a. Drafted by January 31 of each year;
 - b. Distributed to each secure school Principal and facility Superintendent for revision and/or input by February 15; and
 - c. Forwarded to the Deputy Director in completed form by March 1.
2. Each **SECURE SCHOOL PRINCIPAL** shall:
 - a. Distribute and discuss the school calendar with educational employees in staff meetings; and
 - b. Submit requests to modify the school calendar to the Education Superintendent.

Signature Date

4/14/08

Approved by Process Owner

Patrick Jeske
Dr. Patrick Jeske, Ph.D., Education Superintendent

Effective Date

7/30/08

Approved by

Michael D. Branham
Michael D. Branham, Director